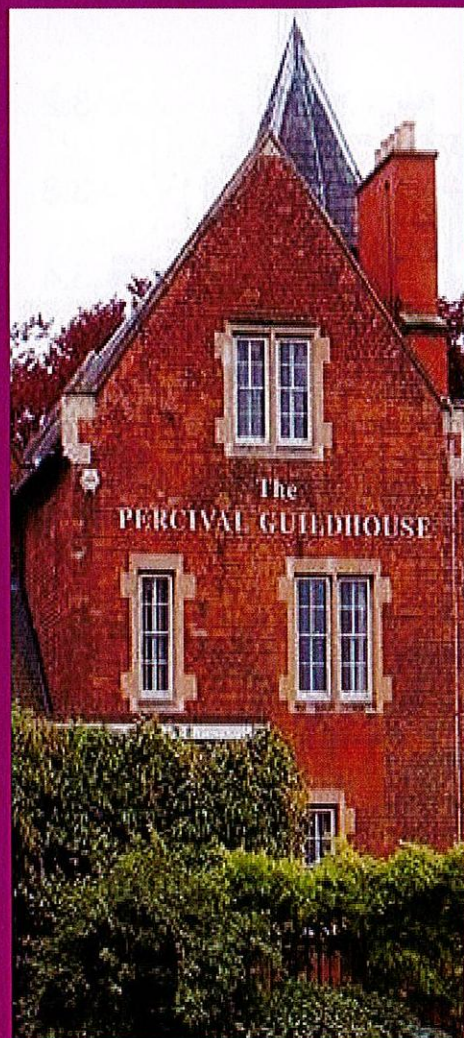




ANNUAL REPORT 2017/18



The Percival Guildhouse

Rugby's Independent Centre for Adult Education & the Arts

St. Matthew's Street, Rugby, CV21 3BY

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Registered Charity No. 528782

Annual Report 2017/18

1. Introduction
 2. Objectives and Policies
 3. Report of the Executive Committee
 - 3.1 Executive Committee
 - 3.2 Quality Learning
 - 3.3 Local Community Links
 - 3.4 Review of Financial Year 2017/18
 - 3.5 People
 - 3.6 Premises
 4. Reference and Administrative Information
 5. Staff List
- Statement of Accounts
- Course Statistics



1. INTRODUCTION

Welcome to this Annual Report for the academic year 2017/2018. In it you will read about the people and the activities which combine to make the Percival Guildhouse such a special place. In the accounts section you can examine in detail our financial performance. In summary the year was yet another satisfactory one in which we provided a range of courses, enjoyed by many and at a cost representing value for money, whilst meeting our financial requirements.

Our AGM this year is at 7.00pm on Wednesday, the 5th December and this presents a great opportunity for you to ask any questions, or seek any clarification, from the Trustees.

2. OBJECTIVES AND POLICIES

The Charity's objective is the advancement of the education of adults in the Rugby area. This objective is achieved principally by the provision of:-

- A Centre of activity known as The Percival Guildhouse.
- Adult Education courses in a wide range of non-vocational subjects in our own and other premises.

It is our policy to comply with all relevant national regulations and legislation.

3. REPORT OF THE EXECUTIVE COMMITTEE

3.1 Executive Committee

The Executive Committee, (E.C.), is comprised of those trustees elected at the AGM plus the Centre Manager as an ex – officio member.

The E.C. is primarily responsible for the good governance of the Charity, its strategic direction, its financial sustainability, the maintenance of the building and the safety of all its users.

It met formerly as an E.C. on 7 occasions during the year. In addition groups of trustees, plus the Centre Manager, met on numerous occasions to compile a Strategic Plan for the Guildhouse.

This is a first for us and is an attempt to outline what the Guildhouse will look like in 5 years time, and what actions are needed to get us there.

We hope to share some of the Plans contents with you at the AGM.

Finally the Trustees are pleased to report that the year was free of any serious incidents which otherwise might have damaged the PGH.

3.2 Quality Learning

Introduction

The Guildhouse programme of non–vocational courses and day schools has again been a full and varied one. Whilst many students return term after term to further their study of a particular subject, importantly, we are also seeing more new students.

The success of the programme is due to a combination of our ability to be flexible and responsive to the needs of the students, the quality of our dedicated tutors, and the tireless efforts of our office team, led by Sarah Gall, in its development and promotion. We remain one of the few educational establishments in the county, if not in the UK, continuing to provide such a facility.

Quality of Learning Evaluation

In the spring term we conducted a Student Evaluation exercise using student feedback forms. In particular we asked students for their suggestions for new courses and from their feedback we will be offering more music classes and an introduction to Russian class in the new academic year. In terms of the quality of our courses the feedback was extremely favourable.

<u>Term</u>	<u>2017-18</u>		<u>2016-17</u>	
	Total	New Students	Total	New Students
Autumn	1099		1096	
Spring	925		1084	
Summer	840		889	
TOTALS	2864	247 (9%)	3069	370 (12%)

New students are defined as those who had not enrolled on any course during the previous three years.

Full details of the classes and their enrolments are included at the end of this report.

Fee Remission

In furtherance of our charitable objectives fee remission was again available to students who were in receipt of a means tested benefit. During the year the concessionary fee was 25% of the full fee, limited to one course per person per term.

The fee difference was largely funded by grants from the Sir Edward Boughton Long Lawford Charity and the Westham House Fund. We are extremely grateful to them both for providing this significant support.

During the year a total of 128 remissions were given at a financial cost of £7,676. This is still more than the grants of £6,000 received and so will be reviewed during the academic year 2018-19.

Cultural Visits

The Manchester Art Gallery was the first venue of the academic year for the Guildhouse 'culture vultures'. Students enjoyed a guided tour of the collection highlights which consists of a large collection of British and European paintings from the 15th century to the present day and particularly works by 19th century British artists including the Pre Raphaelites. Some students were excited to see an excellent exhibition of Asian fashion through the ages and were treated to a riot of colour, texture and fabulous fabrics.

During the afternoon the group visited the recently refurbished and much acclaimed **Whitworth Gallery** sometimes dubbed as the 'Tate of the North'. It has a strong collection of world textiles, wallpapers and British watercolours and drawings. A special exhibition of designs by a 20th century textile designer, Barbara Brown, highlighted the psychedelic patterns of the 1970s.

Our spring visit was to the **National Gallery** in London to see the 'Monet and Architecture' exhibition. It was the first purely Monet exhibition to be staged in the UK for almost 20 years and was devoted to Monet's relationship with architecture. It offered a completely new angle on one of the greatest painters of all time with over 70 works of the built environment from villages to modern cities including the Houses of Parliament, London bridges, buildings of Paris and his monumental series of Rouen Cathedral.

During the afternoon students had the option of visiting the Courtauld Gallery on the Strand which is a little gem of a gallery away from the London hustle and bustle. The collection includes many important Impressionist paintings.

The optional previews to our visits have been invaluable in helping students to make the most of their day out. They take place at the Guildhouse on an evening prior to the visit or a shortened version is offered on the coach journey. Everyone is welcome to join the group. Booking is essential so keep an eye on the brochure for details of future events.

We offer our thanks to Sheila Winterton for organising these visits.

3.3 Local Community Links

Clubs and Groups

Clubs and groups continued to meet at the Guildhouse on a weekly and fortnightly basis. These included, Rugby Family History Group, Rugby Local History Research Group, Yoga for Health, Friday Singers, Knitting Club, The Guildhouse Painting Group, The Conversational and The Improvers Bridge Clubs, Winter Words Club, and English as a Second Language. The Latin Reading Group headed by tutor John King continues to meet in members' houses and they kindly donate their fees back to the Guildhouse.

Rugby Art Gallery and Museum (RAGM)

Our annual Art and Craft Exhibition was held in the Floor One Gallery from the 27th January to 9th February. It was another successful showcasing of our students' work during the year. It attracted 500 visitors with several positive comments. Many thanks to the art and craft tutors who make this very worthwhile event look so wonderful, making it an excellent opportunity to publicise this part of the programme.

A special thank you to the 68 volunteers who helped set up and take down the exhibition and those who gave their time stewarding during the exhibition.

Income from the sale of brochures was £67 and two pictures were sold.

Rugby Library (WCC) and Tourist Information Desk (RBC)

Rugby Library staff and the Tourist Information staff have again been supportive by their willingness to promote our programme on a termly basis by displaying any information that we give them, including brochures and photographs of students at work. This facility is crucial in advertising our programme to new students.

Rugby Borough Council

Both our students and the people of Rugby are very fortunate that in exchange for allowing public access, the Borough Council maintains the Guildhouse gardens as a pleasant, green oasis in this built up corner of the town.

Councillor Sue Roodhouse is the Council's representative.

WCAVA

In November we had a stand at the WCAVA event at the Benn Hall 'Our Rugby Our Future' it was an opportunity to network with other voluntary organisations in Rugby.

Community Development Networking Lunch

In April we were given an opportunity to present the Percival Guildhouse's educational offer and services we provide to the local community organisations.

G.E Power

In May we were invited to G.E. to have a stand at their 'Health Ahead' Day, an initiative promoting a healthy lifestyle (mental and physical). It was an opportunity to promote our courses to a large audience.

3.4 Review of Financial Year 2017-18

A Statement of Financial Activities for the year is appended to this report.

Grants.

We received total grants of £8,590 consisting of £3,000 from the Sir Edward Boughton Long Lawford Charity, and £5,590 from the Westham House Fund. These enabled us to continue to offer fee remission and to upgrade the access ramps to the two entrances.

Donations & Fund Raising

Donations from a number of individuals and the proceeds of various fund raising activities are used to help with the costs of the maintaining the Guildhouse property. For a self financing organisation these make a tremendous difference. A summary of these can be found in the notes that are attached to the Statement of Financial Activities, notes 5 and 16.

Income

The principal sources of income are class fees and room rentals. Income from these sources for the year was £199,943, compared with £194,871 for the previous year.

Investments

We have cash of £81,697 invested in two savings accounts in addition to our current bank account balance. Interest rates are still very low at present, so interest received was only £803.

3.5 People

Staff

Our small team of part-time staff continues to be committed, flexible and hardworking. They make the Guildhouse a friendly and pleasant environment for the students and tutors alike. We thank all our staff for their much valued contribution to the Guildhouse.

Apprentice

In January we were delighted to employ our first Apprentice at the Percival Guildhouse. Jessica Whittaker is studying an Advanced Apprenticeship Level 3 In Business Administration. Jessica works as part of the office team and attends fortnightly study days at Warwickshire College in Rugby.

Caretaking

At the end of the Academic year one of our Caretakers, Jim Fitzgerald retired. He worked at the Percival Guildhouse for over 4 years and was an extremely supportive and flexible member of staff. We will now look to recruit a replacement.

Catering Department

We continue to work hard to increase revenue and minimise costs in the Catering Department. During the year we extended our hot lunch menu and also purchased a deep fat fryer and were able to offer Fish and Chips and Scampi and Chips which has proved very popular. The new menu is now available to view on our website too in order to try and increase business.

We would like to thank Claire Treanor and her team for keeping the department running efficiently.

Volunteers

We again remain so grateful for the very real contribution that our volunteers, in whatever capacity, continue to give in making the Guildhouse the very special place that it is. Without them we quite simply could not continue.

We said goodbye to two trustees; Marjorie Yarker who chose not to stand for re-election last year, and Caroline Enraght-Moony who resigned during the year for personal reasons. We are very grateful for their valuable contribution.

We were pleased to welcome a new Trustee, Carin Jackson to the E.C, elected at last year's AGM.

The number of trustees comprising the E.C. is now 9.

We are currently actively seeking to recruit more evening stewards, and additional trustees, (especially with experience in Marketing, HR or IT). If you are at all interested in ensuring the future of your Guildhouse please enquire in the office.

Tutors

We have a loyal, committed and professional team of tutors who are a huge and essential part of our successful programme. We are always looking out for new subjects in order to continue to expand and keep variety in our programme.

Publicity

Our brochures are printed and distributed termly. In the year there were a total of 8,300 issued and we feel this is the most effective way of advertising our programme. Distribution for the autumn programme is managed by Jo and Ted Major who organise the delivery to existing students, helped by a large band of volunteers, so saving the Guildhouse hundreds of pounds in postage. Many thanks again to them for their super-efficient system and to the local traders who sponsor the brochure. Brochure delivery to local businesses and those in the wider county continue to be completed by Patrick and Felicity, many thanks to them for increasing the circulation of the brochure.

The brochures are supplemented by our popular regularly updated website, by advertisements in the local press, by posters and display boards in Rugby Library, and best of all, by word of mouth. We continue to use Twitter to promote and publicise our programme and we currently have 667 followers. We have updated our Facebook page and currently have 55 followers.

Fund Raising

The money raised from our fund raising events provides help with the cost of repairs, improvements, decorations and equipment replacements in the Guildhouse. Once again our thanks must go to all our members who continue to support our efforts so generously.

The Christmas Fair

This again proved to be a very successful enjoyable and popular event which is open to the public. A net total of £1,830 was raised from various stalls and competitions an increase of 11% from last year.

The Christmas Quiz

A big thank you once again to Jo and Ted Major whose quiz raised a total of £130, an increase of 35% from last year.

The Annual Plant Sale

Plants donated to us were on sale in the hall and raffle tickets were also sold around the classes raising a total of £681, an increase of 18% from last year.

The Prize Club

322 members were enrolled during the 2017 calendar year. The winning numbers were drawn in one of the morning classes and the results were displayed around the house on posters. The club generated an income of £2,262 for the Guildhouse. Once again, we thank Prabha Mistry for organising this.

Book Sales

Donated books on sale in the hall continued to be popular with our members and raised £1,041 towards the general funds of the Guildhouse, an increase of 14% from last year.

Rugby Bike Festival

In May we decided to take advantage of the large number of visitors in Rugby Town attending the Annual family friendly Bike Festival. It was an opportunity to improve the profile of the Percival Guildhouse and provide an income opportunity for the Catering Department. We had a barbecue and sold books and plants, we raised £171 from refreshments and £34 from the sales of books and plants.

Wedding Donations

Wedding donation flyers were produced and with the co-operation of the Rugby Registry Office the flyers have been put in all their wedding packs. The flyers aim at reminding those that are using our gardens for wedding photographs that the gardens belong to the Percival Guildhouse and we are a charity which relies on donations. We suggest a £10 donation for using them and this year have raised £50.

3.6 Premises

Interior of House

Before the end of the 2017/18 year, the Trustees agreed in principle that an interior lift should be installed to make access to the first and second floors easier. Plans have been drawn up and Listed Building Planning consent achieved. Costs are estimated at around £67,000. Hence all focus is on applying for external grants. Should we be successful in raising funds in time, we have a target of installing the lift during the 2019 Summer holiday break.

Exterior of House

Following on from the major renovation of stonework and brickwork prioritised in the 2016/17 financial year, there were smaller projects in 2017/18 with a key one being repair to the two ramps. By the time of the 2018 AGM a second phase of the renovation programme will have been completed - repair of the North West Archway which had become a safety hazard partly due to persons using this to climb over on to the main building. We decided also to complete other work deferred from 2017 relating to the stonework above both entrance doors, the low wall on the western side and the repointing of bricks on the eastern side.

4 REFERENCE and ADMINISTRATIVE INFORMATION

President	Mr. Peter Green, Head Master of Rugby School	
Vice Presidents	Mr. M.J. Beare	Mr. P.H. Elliott
	Mr. J. Lawton	Mr. M.J.Brice
	Mr. T.P.Cowhig	Mrs. A. Lewis-Jones
Executive Committee	(The Trustees of the Percival Guildhouse)	
Honorary Officers:	Chairman	Mr. David Dove.
	Treasurer	Mr. David Thomson
	Secretary	Mrs. Margaret Blundell
Committee Members:	Mr. Mike Beare Mrs. Caroline Enraght-Moony (resigned July '17) Mr. Rob Close Mrs Julie Douglas Mrs. Carin Jackson (co-opted Nov. '17) Mr. Peter Reaney Mrs.Lynn Watkins Mrs. Marjorie Yarker (resigned Nov '17)	
Trustees of the Property	The Official Custodian for Charities.	
Bankers	The Royal Bank of Scotland, 17, Church St., Rugby, CV21 3PP	
Insurance Broker	Towergate MIA, Kings Court, London Road, Stevenage, Herts, SG1 2GA.	
Independent Examiner	Astute Services Ltd. 4, Daventry Rd., Dunchurch, Rugby, CV22 6NS (until 31/03 /17)	
	Cottons Accountants.	
	Chestnut Field House, Chestnut Field, Rugby, CV21 2PD (from 01/04/17)	
Registered Name and Address	The Percival Guildhouse, St Matthews Street, Rugby, CV21 3BY	
Charity Registration Number	528782	
Governing Document	The Percival Guildhouse is governed by its constitution adopted at the Annual General Meeting on 3rd March 2006. It is constituted as an unincorporated association of its members.	

5. STAFF LIST

Office Staff:

Centre Manager	Mrs Sarah Gall
Office Secretary	Mrs. Prabha Mistry
Clerical Assistant and Book Keeper	Mrs. Fiona Pedley
Apprentice	Ms Jessica Whittaker

Catering Manager

Mrs. Claire Treanor

Catering Assistants

Mrs Dil Jordan

Mrs Maureen Ward

Miss Kerry Gelston

Caretaker

Mr Jim Fitzgerald (retired July '18)

Mrs Tatjana Sentereva

Cleaner

Joaquim Batista da Silva

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This report complies with the requirements of the Charity Commission's Statement of Recommended Practice 2005.

Approved by the Trustees and signed on their behalf by:

The Percival Guildhouse

Statement of Financial Activities for the Period 1 August 2017 to 31 July 2018

	Notes	2018 Total Funds £	2017 Total Funds £
Incoming Resources			
Donations & Legacies	16	4,036	11,937
Grants	2	8,815	40,270
Class Fees & Hire of Rooms	3	199,943	194,871
Other Income from Charitable Activities	4	27,585	23,857
Fund Raising Activities	5	7,956	7,214
Interest Receivable		803	1,958
Other Incoming Resources		<u>186</u>	<u>418</u>
Total Incoming Resources		249,324	280,525
Less: Cost of Fund Raising Activities	5	<u>(1,887)</u>	<u>(1,382)</u>
Net Incoming Resources Available for Charitable Application		<u>247,437</u>	<u>279,143</u>
Resources Expended:			
Charitable	6	(216,546)	(258,402)
Governance Costs	7	(30,447)	(26,626)
Total Resources Expended		<u>(246,993)</u>	<u>(285,028)</u>
Net Income/(Expenditure) for year		444	(5,885)
Total Funds Brought Forward		<u>142,172</u>	<u>148,057</u>
Total Funds Carried Forward		<u>142,616</u>	<u>142,172</u>

The Percival Guildhouse
Balance Sheet as at 31 July 2018

	Notes	2018	2017
		£	£
Fixed Assets:			
Tangible Assets	10	5,587	3,935
Current Assets			
Stock		400	400
Debtors	14	2,212	10,030
Deposits		81,697	80,940
Cash At Bank and In Hand		<u>59,358</u>	<u>51,067</u>
		<u>143,667</u>	<u>142,437</u>
LESS:			
Current Liabilities:			
Creditors & Accruals	15	<u>6,638</u>	<u>4,200</u>
		<u>6,638</u>	<u>4,200</u>
Net Current Assets		137,029	138,237
Net Assets		<u>142,616</u>	<u>142,172</u>
Funds:			
Unrestricted Funds		142,616	142,172
Total Funds		<u>142,616</u>	<u>142,172</u>

Signed.....*D. Dove*.....

Date.....*14/11/18*.....

D Dove

Hon Chairman

For and on behalf of the
 Executive Committee

1. PRINCIPAL ACCOUNTING POLICIES

The financial statements of the Charity are prepared in accordance with:

- i) The Charities Act 2011
- ii) The "Statement of Recommended Practice – "Accounting and Reporting by Charities" (revised 2005 and 2008)
- iii) The applicable accounting standards, and
- iv) An historical cost accounting basis.

a) Class fees and similar income

- i) Class fees receivable and charges for use of premises are accounted for in the period in which the service is provided.
- ii) Class fees receivable are stated after deducting any remission granted from unrestricted funds.

b) Grants Receivable

Grants receivable are credited to the Statement of Financial Activities in the year for which they are received. Amounts received for future periods are released to incoming resources in the period for which they have been received.

c) Tangible Fixed Assets

The freehold premises together with its furnishings are capitalised at their original cost and are not depreciated. The original costs of any improvements are not available and have not been capitalised.

The building is insured for a rebuilding value of £1,238,314.

The Charity is responsible for keeping the building in fit and useful condition and these costs are written off as incurred.

d) Depreciation Policy

Provision for depreciation of other fixed assets is made at annual rates calculated to spread the cost of each asset over its expected useful life. The following depreciation rates are used on a straight-line basis:

i)	Electronic and other small appliances	20%
ii)	Kitchen Cookers	10%
iii)	Furniture	10%

e) Stock

Stock is carried at its cost value.

f) Reserves

The General Purpose Fund comprises normal unrestricted funds and is used in accordance with the Charity's charitable objectives at the discretion of the Trustees.

Details of the nature and purpose of the designated funds are set out in the notes to these accounts.

The Charity has no set policy on transfers between funds, with individual transfers arising as a consequence of specific funding requirements.

Notes forming part of the financial statements for the period 1 August 2017 to 31 July 2018 (Continued)

f) Reserves (continued)

Notwithstanding the above, the Trustees have set the following targets with regard to the level of reserves held:

- i. The General Purposes Fund is targeted to be one third of annual turnover (it is currently 23.1%).
- ii. The Building Renovation Fund is targeted to be 10% of insured rebuilding costs (it is currently 5.7%).
- iii. The Development Fund is from a legacy and is ring fenced for class equipment until gone.

2. Grants & Sponsorship

	2018 £	2017 £
a) Grants were received during the accounting period as follows:		
Sir Edward Boughton Long Lawford Charity	3,000	4,000
Westham House Fund	5,590	21,000
Rugby Group Benevolent Fund	0	15,000
b) Programme brochure sponsorship received	225	270
	<u>8,815</u>	<u>40,270</u>

3. Class Fees and Hire of Rooms

	2018 £	2017 £
a) Income (net of any fee remission granted)		
i) Class fees	194,433	189,646
ii) From hire of rooms (in accordance with charitable aims)	5,510	5,225
	<u>199,943</u>	<u>194,871</u>

b) Fee Remission granted from Guildhouse Funds

	2018 £	2017 £
i) Number of students on PGH courses receiving fee remission	128	119
ii) Total amount of fee remission given:	7,676	6,745

4. Other Income from Charitable Activities

	2018 £	2017 £
a) Property Rentals:	2,640	2,620
b) Refreshments	24,945	21,237
	<u>27,585</u>	<u>23,857</u>

5. Fund Raising Events

The following activities raised funds for the general purposes of the Charity:

Event	Costs £	2018 Income £	Net £	2017 Net £
Plant Sale	(5)	686	681	579
Christmas Fair	0	1,830	1,830	1,644
Book Box	0	1,041	1,041	915
Christmas Quiz	0	130	130	96
Prize Draw	(995)	3,257	2,262	2,080
Miscellaneous	(887)	1,012	125	518
	<u>(1,887)</u>	<u>7,956</u>	<u>6,069</u>	<u>5,832</u>

6. CHARITABLE EXPENDITURE

a) Programme Provision Expenses		2018 £	2017 £
i)	Programme Publicity	4,260	4,427
ii)	Tutors Fees & Class Expenses	103,008	104,764
iii)	Visit Expenses	1,995	1,625
iv)	Use of Premises in Community	2,584	1,578
v)	Depreciation of Class Equipment	246	456
vi)	Office Staff Wages & Employers National Insurance	29,730	27,267
		<u>141,823</u>	<u>140,117</u>
b) Running and Maintenance Costs for Building		2018 £	2017 £
i)	RBC Rates and Insurance	974	2,176
ii)	Repairs, Renewals and Decorations	12,272	55,584
iii)	Utilities (Heat, Light, Water, Phone)	9,624	8,728
iv)	Care taking and Catering Staff Wages	45,942	45,017
v)	Kitchen Expenses	5,911	6,780
		<u>74,723</u>	<u>118,285</u>
Total Charitable Expenditure		<u>216,546</u>	<u>258,402</u>

7. GOVERNANCE COSTS

	2018 £	2017 £
a) Office Staff Wages & Employers National Insurance	19,989	18,178
b) Office Expenses	7,862	6,273
c) Depreciation of Office & Misc. Equipment	286	150
d) Sundries	270	81
e) Professional Fees	864	864
f) Independent Examination Fee	1,176	1,080
	<u>30,447</u>	<u>26,626</u>

8. EMPLOYEES REMUNERATION

a) Total remuneration for the year amounted to £95,491. No employee earned £60,000 p.a. or more.

b) The employer's national insurance contributions for these employees was £170.

c) The average numbers of paid staff were;	2018	2017
Office Staff:	4	3
Caretaking Staff:	3	3
Catering Staff:	4	4

d) Members of the Office Staff share their duties between:

- Organising and administering the programme in accordance with the charitable aims of the Percival Guildhouse (60% of total) and
- The administration and management of the Percival Guildhouse (40% of total).

Their salaries have been apportioned pro rata to these categories.

9. TRUSTEES REMUNERATION AND EXPENSES

No trustee received any remuneration or expenses during the year.

10. TANGIBLE FIXED ASSETS

	Property & Original Furnishings £	Office Equipment £	Class Equipment £	Misc Equipment & Furnishings £	Catering Dept £	Total £
Cost						
At 1 st August 2017	2,343	7,542	12,307	11,181	1,986	35,359
Additions	0	0	0	2,184	0	2,184
At 31 st July 2018	2,343	7,542	12,307	13,365	1,986	37,543
Depreciation						
At 1 st August 2017	0	7,542	11,320	11,181	1,381	31,424
Charge for year	0	0	246	218	68	532
Disposals	0	0	0	0	0	0
At 31 st July 2018	0	7,542	11,566	11,399	1,449	31,956
Net Book Value						
At 31 st July 2018	2,343	0	741	1,966	537	5,587
At 31 st July 2017	2,343	0	987	0	605	3,935

11. SUMMARY OF NET ASSETS BY FUNDS

Unrestricted Funds at 31st July 2018

	2018			2017
	General Purposes £	Designated £	Total £	Total £
Tangible Fixed Assets	5,587	0	5,587	3,935
Net Current Assets	52,009	85,020	137,029	138,237
	57,596	85,020	142,616	142,172

12 GENERAL PURPOSE FUND

	2018 £	2017 £
Balance at 1 st August 2017	57,152	54,704
Net Income for the year	444	(5,885)
Transfers from Designated Funds	0	8,333
Balance at 31 st July 2018	57,596	57,152

13 DESIGNATED FUNDS

The income funds of the Percival Guildhouse include the following designated funds.

a) Building Renovation Fund

This fund has been set aside by the trustees out of unrestricted funds for renovations and improvements to the building known as The Percival Guildhouse.

	2018	2017
	£	£
Balance at 1 st August 2017	70,670	77,097
Transfer to General Purpose Fund	0	(6,427)
Balance at 31 st July 2018	<u>70,670</u>	<u>70,670</u>

b) Development Fund

This fund comprises substantial donations received from a member that have been set aside by the trustees for improving the Guildhouse facilities.

	2018	2017
	£	£
Balance at 1 st August 2017	14,350	16,256
Transfer to General Purposes Fund	0	(1,906)
Balance at 31 July 2018	<u>14,350</u>	<u>14,350</u>

14 DEBTORS

	2018	2017
	£	£
Sundry debtors	520	9,520
Prepayments	1,692	510
	<u>2,212</u>	<u>10,030</u>

15 CURRENT LIABILITIES

	2018	2017
	£	£
Amounts falling due within year:		
Accruals and deferred income	6,638	4,200
Other Creditors	0	0
	<u>6,638</u>	<u>4,200</u>

16 DONATIONS AND LEGACIES

	2018	2017
	£	£
a) Legacies received	0	0
b) Donations and subscriptions	3,567	10,093
c) Income tax reclaimed thro' Gift Aid Scheme	469	1,844
	<u>4,036</u>	<u>11,937</u>

17 THE PERCIVAL GUILDHOUSE CATERING DEPARTMENT

a) Statement of Financial Activities for the period 1 August 2017 to 31st July 2018

INCOME	2018		2017	
	£	£	£	£
Refreshments		24,945		21,237
Increased (Reduced) Stock Value		0		0
Interest Receivable		<u>0</u>		<u>0</u>
		24,945		21,237
EXPENSES				
Wages	(24,180)		(23,561)	
Kitchen food & consumables	(5,911)		(6,780)	
Kitchen repair	0		0	
Depreciation	<u>(68)</u>		<u>(68)</u>	
		(30,159)		(30,409)
NET CONTRIBUTION		<u>(5,214)</u>		<u>(9,172)</u>

NB 1 Consumables includes all cleaning and toilet requirements for the PGH.

NB 2 The Net Contribution shown above goes toward the cost of heat, light, water, general maintenance and improvements that relate to the Catering Department as well as the use of all other staff.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PERCIVAL GUILDHOUSE

We report on the accounts of the Trust for the year ended 31 July 2018, which are set out in Appendix 1, sheets 9 to 16.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission,
- to state whether particular matters have come to my attention

Basis of Independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accountings records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Palmer FCA
Cottons Accountants LLP
Chestnut Field House
Chestnut Field
Rugby
Warwickshire
CV21 2PD

Date... 14 November 2018

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Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
Monday	101AU17	JAPANESE BEGINNERS P ...	11	9					9
	101SP18	JAPANESE BEGINNERS P ...			9	10			10
	101SU18	JAPANESE BEGINNERS P ...					10	9	9
	103AU17	FRENCH IMPROVERS LEV ...	11	10					10
	103SP18	FRENCH IMPROVERS LEV ...			9	8			8
	103SU18	FRENCH IMPROVERS LEV ...					8	6	6
	104AU17	FRENCH EXPERIENCE IN ...	11	9					9
	104SP18	FRENCH EXPERIENCE IN ...			9	9			9
	104SU18	FRENCH EXPERIENCE IN ...					10	10	10
	105AU17	ACTUALITÉS ADVANCED ...	11	10					10
	105SP18	ACTUALITÉS ADVANCED ...			9	11			11
	105SU18	ACTUALITÉS ADVANCED ...					9	8	8
	106AU17	GERMAN ADVANCED	11	11					11
	106SP18	GERMAN ADVANCED			9	11			11
	106SU18	GERMAN ADVANCED					10	9	9
	107AU17	ITALIAN IMPROVERS LE ...	11	8					8
	108AU17	ITALIAN INTERMEDIATE ...	11	11					11
	108SP18	ITALIAN INTERMEDIATE ...			9	11			11
	108SU18	ITALIAN INTERMEDIATE ...					10	11	11
	109AU17	SPANISH BEGINNERS	11	13					13
	110AU17	GLADSTONE ON THE REB ...	11	21					21
	110SP18	GOLDEN JUBILEE; BRIT ...			9	21			21
	110SU18	WIDER STILL AND WIDE ...					10	19	19
	111AU17	WEARING THEIR HEARTS ...	11	12					12
	111SP18	THE HEART EXPOSED: T ...			9	10			10
	111SU18	WARNING! FAIRIES AT ...					10	10	10
	112AU17	WHO WERE YOUR GREAT ...	10	4					4
	113AU17	DRAWING PORTRAITS FR ...	11	12					12
	113SP18	DRAWING PORTRAITS FR ...			9	12			12
	113SU18	DRAWING PORTRAITS FR ...					10	12	12
	114AU17	DRAWING FOR EVERYONE	11	12					12
	114SP18	DRAWING FOR EVERYONE			9	12			12
	114SU18	DRAWING FOR EVERYONE					10	13	13
	115AU17	WATERCOLOURS FOR IMP ...	11	8					8
	115SP18	WATERCOLOURS FOR IMP ...			9	11			11

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	115SU18	WATERCOLOURS FOR IMP ...					10	8	8
	116AU17	UPHOLSTERY	11	14					14
	116SP18	UPHOLSTERY			9	13			13
	116SU18	UPHOLSTERY					10	13	13
	117AU17	EMBROIDERY CIRCLE	11	13					13
	117SP18	EMBROIDERY CIRCLE			9	12			12
	117SU18	EMBROIDERY CIRCLE					10	12	12
	118AU17	MAKING BREAD	11	9					9
	118SP18	MAKING BREAD			9	8			8
	119AU17	PHOTOGRAPHY WITH A T ...	11	4					4
	119SP18	PHOTOGRAPHY WITH A T ...			9	6			6
	119SU18	PHOTOGRAPHY WITH A T ...					10	6	6
	120SP18	PAINTING AND DRAWING ...			9	5			5
	121SP18	EARLY ITALIAN RENAISSANCE ...			9	14			14
	122SU18	FRENCH GRAMMAR					8	5	5
Tuesday	201AU17	PARLONS-EN ADVANCED ...	11	8					8
	201SP18	PARLONS-EN ADVANCED ...			9	9			9
	201SU18	PARLONS-EN ADVANCED ...					10	8	8
	202AU17	GERMAN INTERMEDIATE ...	11	9					9
	202SP18	GERMAN INTERMEDIATE ...			9	6			6
	202SU18	GERMAN INTERMEDIATE ...					10	5	5
	203AU17	ITALIAN IMPROVERS LE ...	11	11					11
	203SP18	ITALIAN IMPROVERS LE ...			9	9			9
	203SU18	ITALIAN IMPROVERS LE ...					10	8	8
	204AU17	ITALIAN INTERMEDIATE ...	11	11					11
	204SP18	ITALIAN INTERMEDIATE ...			9	10			10
	204SU18	ITALIAN INTERMEDIATE ...					10	11	11
	206AU17	NEW TESTAMENT GREEK	10	9					9
	206SP18	NEW TESTAMENT GREEK			9	9			9
	206SU18	NEW TESTAMENT GREEK					10	7	7
	207AU17	SHAKESPEARE STUDY GR ...	11	13					13
	207SP18	SHAKESPEARE STUDY GR ...			9	12			12
	207SU18	SHAKESPEARE STUDY GR ...					10	12	12
	208AU17	WRITE THE STORY OF Y ...	11	11					11
	208SP18	WRITE THE STORY OF Y ...			9	12			12

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	208SU18	WRITE THE STORY OF Y ...					10	12	12
	209AU17	YOUR POETRY!	11	9					9
	209SP18	YOUR POETRY!			9	9			9
	209SU18	YOUR POETRY!					9	7	7
	210AU17	BRITAIN IN THE MID 1 ...	11	26					26
	210SP18	BRITAIN 1935 - 1939: ...			9	25			25
	210SU18	KING JOHN, 1199 - 12 ...					10	22	22
	211AU17	DRAWING FOR IMPROVER ...	11	16					16
	211SP18	DRAWING FOR IMPROVER ...			9	16			16
	211SU18	DRAWING FOR IMPROVER ...					10	14	14
	212AU17	PAINTING PORTRAITS, ...	11	11					11
	212SP18	PAINTING PORTRAITS, ...			9	11			11
	212SU18	PAINTING PORTRAITS, ...					10	11	11
	213AU17	WHAT SHALL I DRAW? S ...	11	10					10
	213SP18	WHAT SHALL I DRAW? S ...			9	10			10
	213SU18	WHAT SHALL I DRAW? S ...					10	12	12
	214AU17	WATERCOLOURS FOR EVE ...	11	12					12
	214SP18	WATERCOLOURS FOR EVE ...			9	12			12
	214SU18	WATERCOLOURS FOR EVE ...					10	12	12
	216AU17	WATERCOLOURS FOR ALL	11	14					14
	216SP18	WATERCOLOURS FOR ALL			9	14			14
	216SU18	WATERCOLOURS FOR ALL					10	13	13
	217AU17	EXERCISE FOR THE OLD ...	11	26					26
	217SP18	EXERCISE FOR THE OLD ...			9	27			27
	217SU18	EXERCISE FOR THE OLD ...					10	25	25
	218AU17	EXERCISE FOR THE OLD ...	11	25					25
	218SP18	EXERCISE FOR THE OLD ...			9	26			26
	218SU18	EXERCISE FOR THE OLD ...					10	26	26
	220AU17	PILATES FOR OSTEOPOR ...	11	10					10
	220SP18	PILATES FOR OSTEOPOR ...			9	10			10
	220SU18	PILATES FOR OSTEOPOR ...					10	10	10
	221AU17	PLEASANT PASTIMES	11	15					15
	221SP18	PLEASANT PASTIMES			9	12			12
	223SP18	SPANISH BEGINNERS			9	9			9
	223SU18	SPANISH BEGINNERS CO ...					10	8	8

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
Wednesday	301AU17	INTRODUCTION TO WELS ...	11	13					13
	301SP18	WELSH CONTINUATION			9	7			7
	301SU18	WELSH CONTINUATION					9	5	5
	302AU17	FRENCH ON Y VA IMPRO ...	11	11					11
	302SP18	FRENCH ON Y VA IMPRO ...			9	10			10
	302SU18	FRENCH ON Y VA IMPRO ...					10	9	9
	303AU17	LET'S SPEAK FRENCH A ...	11	10					10
	303SP18	LET'S SPEAK FRENCH A ...			9	9			9
	303SU18	LET'S SPEAK FRENCH A ...					10	9	9
	304AU17	GERMAN IMPROVERS LEV ...	11	10					10
	304SP18	GERMAN IMPROVERS LEV ...			9	8			8
	304SU18	GERMAN IMPROVERS LEV ...					10	7	7
	305AU17	GERMAN INTERMEDIATE ...	11	10					10
	305SP18	GERMAN INTERMEDIATE ...			9	7			7
	305SU18	GERMAN INTERMEDIATE ...					10	6	6
	306AU17	GERMAN INTERMEDIATE ...	11	14					14
	306SP18	GERMAN INTERMEDIATE ...			9	11			11
	306SU18	GERMAN INTERMEDIATE ...					10	11	11
	310AU17	SPANISH CONTINUATIO ...	11	10					10
	310SP18	SPANISH IMPROVERS L ...			9	12			12
	310SU18	SPANISH IMPROVERS L ...					10	10	10
	311AU17	IN TUNE WITH THE TIM ...	7	12					12
	312AU17	WATERCOLOUR FLOWERS ...	11	12					12
	312SP18	WATERCOLOUR FLOWERS ...			9	12			12
	312SU18	WATERCOLOUR FLOWERS ...					10	12	12
	313AU17	PAINTING FOR PLEASUR ...	11	13					13
	313SP18	PAINTING FOR PLEASUR ...			9	13			13
	313SU18	PAINTING FOR PLEASUR ...					10	10	10
	315AU17	DRAWING, PAINTING & ...	11	7					7
	315SP18	DRAWING, PAINTING & ...			9	8			8
	315SU18	DRAWING, PAINTING & ...					10	9	9
	316AU17	PAINT WORKSHOP GROUP	11	12					12
	316SP18	PAINT WORKSHOP GROUP			9	13			13
	316SU18	PAINT WORKSHOP GROUP					10	10	10
	317AU17	JEWELLERY MAKING IMP ...	11	11					11

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	317SP18	JEWELLERY MAKING IMP ...			9	9			9
	317SU18	JEWELLERY MAKING IMP ...					10	8	8
	318AU17	JEWELLERY MAKING ADV ...	11	12					12
	318SP18	JEWELLERY MAKING ADV ...			9	12			12
	318SU18	JEWELLERY MAKING ADV ...					10	11	11
	320AU17	SEWING AND DRESSMAKING ...	11	5					5
	320SP18	SEWING AND DRESSMAKING ...			9	5			5
	321AU17	WATERCOLOUR FLOWERS ...	11	11					11
	321SP18	WATERCOLOUR FLOWERS ...			9	11			11
	321SU18	WATERCOLOUR FLOWERS ...					10	12	12
Thursday	401AU17	EN ROUTE INTERMEDIATE ...	11	8					8
	401SP18	EN ROUTE INTERMEDIATE ...			9	7			7
	401SU18	EN ROUTE INTERMEDIATE ...					10	8	8
	402AU17	TOUT EN FRANCAIS INT ...	11	12					12
	402SP18	TOUT EN FRANCAIS INT ...			9	13			13
	402SU18	TOUT EN FRANCAIS INT ...					10	12	12
	403AU17	RENDEZ-VOUS AVEC LA ...	11	11					11
	403SP18	RENDEZ-VOUS AVEC LA ...			9	10			10
	403SU18	RENDEZ-VOUS AVEC LA ...					10	9	9
	404AU17	GERMAN BEGINNERS ...	11	7					7
	404SP18	GERMAN BEGINNERS CON ...			9	7			7
	404SU18	GERMAN BEGINNERS CON ...					10	6	6
	405AU17	SPANISH IMPROVERS LE ...	10	10					10
	405SP18	SPANISH IMPROVERS LE ...			8	9			9
	405SU18	SPANISH IMPROVERS LE ...					10	9	9
	406AU17	SPANISH INTERMEDIATE ...	10	10					10
	406SP18	SPANISH INTERMEDIATE ...			8	9			9
	406SU18	SPANISH INTERMEDIATE ...					10	9	9
	407AU17	LATIN INTERMEDIATE ...	10	9					9
	407SP18	LATIN INTERMEDIATE ...			9	9			9
	407SU18	LATIN INTERMEDIATE ...					10	6	6
	408AU17	WRITING FICTION ...	11	13					13
	408SP18	WRITING FICTION ...			9	13			13
	408SU18	WRITING FICTION ...					10	10	10
	409AU17	CREATIVE WRITING ...	11	10					10

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	409SP18	CREATIVE WRITING			9	10			10
	409SU18	CREATIVE WRITING					10	8	8
	410AU17	JOURNEY INTO POETRY!	11	9					9
	410SP18	JOURNEY INTO POETRY!			9	10			10
	410SU18	JOURNEY INTO POETRY!					10	10	10
	411AU17	WINTER WORDS CLUB	11	13					13
	411SP18	WINTER WORDS CLUB			9	14			14
	412AU17	LIFE DRAWING	11	9					9
	412SP18	LIFE DRAWING			9	10			10
	412SU18	LIFE DRAWING					10	12	12
	413AU17	UNRAVELLING TEXTILES	2	11					11
	416AU17	PILATES BEGINNERS	11	10					10
	416SP18	PILATES BEGINNERS			9	10			10
	416SU18	PILATES BEGINNERS					10	10	10
	417AU17	PILATES IMPROVERS	11	10					10
	417SP18	PILATES IMPROVERS			9	10			10
	417SU18	PILATES IMPROVERS					10	10	10
	418AU17	PILATES ALL LEVELS	11	10					10
	418SP18	PILATES ALL LEVELS			9	10			10
	418SU18	PILATES ALL LEVELS					10	10	10
	419AU17	PILATES BEGINNERS	11	10					10
	419SP18	PILATES BEGINNERS			9	10			10
	419SU18	PILATES BEGINNERS					10	10	10
	420AU17	PILATES BEGINNERS	11	10					10
	420SP18	PILATES BEGINNERS			9	10			10
	420SU18	PILATES BEGINNERS					10	10	10
	421AU17	DELVE DEEPER PHOTOGR ...	11	6					6
	421SP18	DELVE DEEPER PHOTOGR ...			9	9			9
	421SU18	DELVE DEEPER PHOTOGR ...					10	7	7
	422AU17	DIGITAL PHOTOGRAPHY ...	11	11					11
	422SP18	DIGITAL PHOTOGRAPHY ...			9	7			7
	423AU17	ITALIAN BEGINNERS	11	7					7
	423SP18	ITALIAN BEGINNERS CO ...			9	7			7
	424AU17	ITALIAN IMPROVERS	11	8					8
	424SP18	ITALIAN IMPROVERS			9	8			8

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	424SU18	ITALIAN IMPROVERS					10	8	8
	426SP18	MORE MUSICALS IN TUN ...			7	12			12
	426SU18	MORE BRUSHSTROKES OF ...					5	12	12
Friday	501AU17	SPANISH ADVANCED LEV ...	10	11					11
	501SP18	SPANISH ADVANCED LEV ...			8	10			10
	501SU18	SPANISH ADVANCED LEV ...					10	9	9
	502AU17	SPANISH ADVANCED LEV ...	10	9					9
	502SP18	SPANISH ADVANCED LEV ...			8	10			10
	502SU18	SPANISH ADVANCED LEV ...					10	8	8
	503AU17	LATIN BEGINNERS	10	11					11
	503SP18	LATIN BEGINNERS			9	11			11
	503SU18	LATIN BEGINNERS					10	10	10
	504AU17	WRITE THE STORY OF Y ...	11	12					12
	504SP18	WRITE THE STORY OF Y ...			9	10			10
	504SU18	WRITE THE STORY OF Y ...					10	10	10
	505AU17	ART WORKSHOP	11	14					14
	505SP18	ART WORKSHOP			9	15			15
	505SU18	ART WORKSHOP					10	12	12
	506AU17	PAINTING WITH VERSAT ...	11	12					12
	506SP18	PAINTING WITH VERSAT ...			9	11			11
	506SU18	PAINTING WITH VERSAT ...					10	10	10
	507AU17	ART & ARCHITECTURE O ...	11	14					14
	507SP18	VENETIAN PAINTING, S ...			9	13			13
	507SU18	VENETIAN PAINTING, S ...					9	8	8
	508AU17	CLAY HEAD SCULPTURE	11	8					8
	509AU17	HATHA YOGA FOR EVERY ...	10	15					15
	509SP18	HATHA YOGA FOR EVERY ...			9	15			15
	509SU18	HATHA YOGA FOR EVERY ...					10	14	14
	510AU17	MEDITATION BEGINNER ...	10	11					11
	510SP18	MINDFULNESS LEVEL 1			9	13			13
	510SU18	MINDFULNESS - GUIDED ...					10	15	15
	511AU17	MEDITATION CONTINUAT ...	10	10					10
	511SP18	MINDFULNESS LEVEL 2			9	7			7
Saturday	601AU17	PAINTING IN SIENA C. ...	1	15					15
	602AU17	BEGINNERS WILLOW BAS ...	1	10					10

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	603AU17	ACRYLICS MASTERCLASS	1	8					8
	603SU18	DRAWING PORTRAITS FR ...					1	7	7
	605SU18	BEADED PURSE					1	8	8
	607AU17	DIGITAL PHOTOGRAPHY ...	1	5					5
	607SU18	DIGITAL PHOTOGRAPHY ...					1	5	5
	608AU17	ART & ARCHITECTURE O ...	1	14					14
	609AU17	FRENCH BEADED FLOWER ...	1	13					13
	610AU17	BOOKFOLDING FOR BEGI ...	1	9					9
	610SP18	CLAY HEAD SCULPTURE			1	8			8
	611AU17	TRUTH, LIES AND CREA ...	1	12					12
	611SP18	CREATIVE WRITING – T ...			1	9			9
	611SU18	ART OF THE MINIATURE					1	10	10
	612AU17	GERMAN GRAMMAR	1	8					8
	614AU17	ACRYLIC LANDSCAPE PA ...	1	14					14
	615AU17	FRENCH BEADED FLOWER ...	1	8					8
	701AU17	ART VISIT	1	33					33
	701SU18	ART VISIT					1	35	35
Number of Courses-(262)				1,099		925		840	2,864

This report does not include cancelled Courses or Full and Full minus £6 students refunds

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The Percival Guildhouse

An Independent Centre for Adult Education and the Arts

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ANNUAL REPORT 2017/2018

